

Welcome to



Bellingen Public School



Welcome

On behalf of the staff, parents and pupils, we extend a warm welcome to you and your family to Bellinghen Public School. We hope that your association with the school will be educationally rewarding and socially enjoyable. You, as parents, are invited to take every opportunity to join with your children in the wide range of activities the school conducts during the year.

Bellinghen Public School aims to provide a stimulating, supportive learning environment that encourages our students to reach their full potential in academic areas, sporting and cultural pursuits. Our school strives to meet the individual needs of all students through quality teaching and learning practices. The purpose of this booklet is to assist you to become familiar with our school, what we are attempting to achieve, our services and organisation. It also details how the home and school can work together to provide a physical, social, emotional, spiritual and academic environment that will allow our students to make the most of their school experience.

If after reading the contents of this booklet, you have any concerns or require additional information, please contact the school.

Again, a warm welcome. We trust that you and your children enjoy and benefit from your association with Bellinghen Public School.



2018 Staff List

Principal
Kinder Magenta
Kinder Purple
K/1 Jade
1 Aqua
1 /2 Orange
2 Aqua
2/3 Jade
3/4 Aqua
3/4 Magenta
3/4 Orange
3/4 Purple
3-6 Emerald
5/6 Aqua
5/6 Magenta
5/6 Purple
5/6 Orange
Office Staff – SAM
SAO's

Compliance officer/SASS support
Teacher Librarian
Learning & Support Teachers

School Learning Support Officers

RFF Teacher
School Counsellor
General Assistant
Hearing Support
Gumbaynggirr Language
Canteen Supervisor
Music Teacher

Mr Graeme Ross
Mrs Renae McBay-Stage 1 AP
Mrs Kathy Taylor
Mrs Lisa Matthew
Mrs Belinda Mellalieu
Mrs Amber Young
Mrs Fiona Vardabasso
Mrs Annette Hood
Ms Josie Bugden
Mrs Nicky McFarlane
Mr Craig Ellem
Mr Dylan Harry-Stage 2 AP
Mr Richard Frade
Ms Roz Everson
Mrs Kate Sommerville-Stage 3 AP
Ms Jackie Lee
Mr Grant Watson
Mrs Shireen Gilmore
Mrs Sandra Ruming, Cati Storm,
Mrs Ashlie Davis, Ms Elektra MacDonald
Mrs Helen Chapman
Mrs Carole McFaul
Mrs Elizabeth Mulligan
Mrs Deb Nelson
Ms Kristy Livingstone
Ms Pauline Taylor
Mr Lawrence Pastro
Ms Sally Bird
Mr Max Storm
Ms Maree Saavedra
M? Marie Mellon
Mrs Denise Head, Ms Mala Austin
Mr Brad Poidevin, Ms Tara Kucek
Mr Anthony Cutler
Ms Tracey Edmond
Raelene McMahon
Mr Matthew Knight
Ms Elizabeth Scott & Miss Tanis McCulloch

Visiting Music Tutors

Violin
Piano/Keyboard
Guitar
Band/ Saxophone/Clarinet
Drum
Cello
Flute
Brass

Ms Elizabeth Scott, Meagan Davis
Ms Viv Evans, Mr Daniel Freuden, Louise Gore
Ms Karin Braidwood
Mr Peter Morgan
Mr Phil Simon
Miss Natasha Dyson
Miss Tanis McCulloch
Kate Butcher

School Organisation

Bellinghen Public School operates as a whole school. Policies, curriculum and resources are developed and implemented on a Kindergarten to Year 6 basis. All teachers are responsible for the welfare and development of all students in the school.

The size and groupings of classes depends on the total school enrolment and the distribution of pupils across the grades. Because of variations in school population, the class structure has to be flexible and may need to be rearranged during the year.

School Times

8.40 – 9.05am	Arrival Time
9.05 – 9.10am	Morning Assembly
9.10-11.05am	Morning Classes (fruit break is at 10.00am)
11.05-12:00	Lunch
12:00-1:45	Midday Classes
1:45-2:10	Afternoon Tea (Recess)
2.10-3.10pm	Afternoon Classes
3.10pm	Home Time

Parents are asked to ensure that children **do not** arrive before 8.40am as teachers are not on duty before this time and play areas are unsupervised. At 8.40am a teacher is rostered for duty.

Office Hours

Open 8.40am
Closes 3.30pm

Home Time Arrangements

All classes finish at 3.10pm. Students are dismissed from their classrooms by their class teacher. All students depart the school premises or line up in their bus lines situated in the shelter area of the hall. Students who travel by bus are supervised in their bus lines by a teacher.

Arriving Late or Leaving the School during the Day

If a student arrives at school after 9.15am, a '*Late Arrival*' note must be completed at the office before the child goes to class.

If a student needs to leave school early or during the day for an appointment or other reason, they should bring a note from their parent/carer to their class teacher. The note should show the student's name, the date and the time the student needs to leave, the reason for leaving and the parent/carer signature.

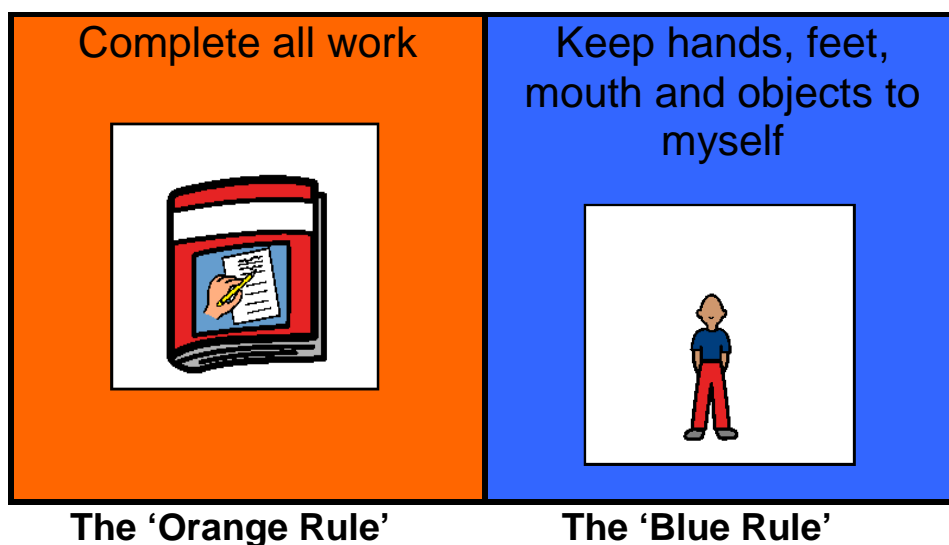
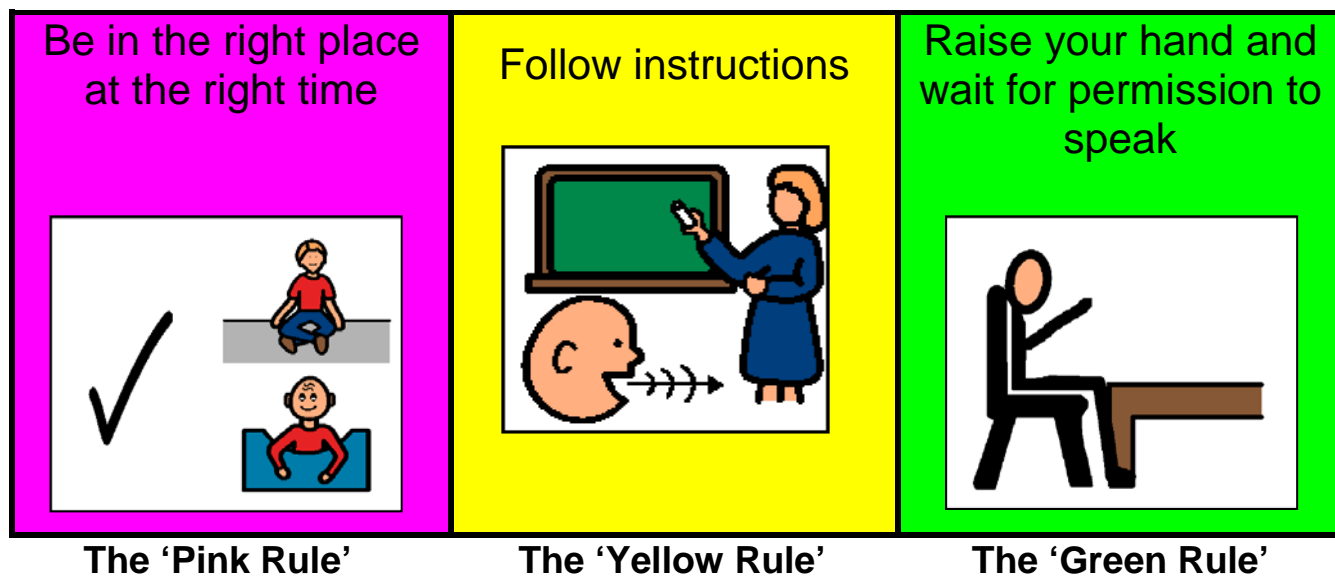
Parents will need to come to the office where an '*Early Departure*' note is generated. The student/s will then be called to the office for collection.



School Rules

Bellinghen Public School has 5 school rules which are displayed in every classroom and reviewed regularly with the students.

These rules are also referred to by colour for younger students



Bellingen School Song

Here in this world we're sharing
Love is all around
Children all over caring
You will love the sound

We see the world as a challenge
Look to the world for peace
This school is a school to be proud of
Our pride will never cease

We are the children of Belling
Our school has come alive
With courtesy and knowledge
Onward we will strive
Every day's a new day
We will love to meet
We are the children of Belling
Growing at your feet



School Uniform

Bellingen Public School has a full uniform which students wear at all times. The uniform is practical and comfortable and means there is a greater equality at school with everyone dressed the same. The P&C manages the Uniform Shop with the support of a team of volunteers; they always aim to source long wearing quality items that are affordable for all.

It is requested that **all** articles of clothing are clearly labelled.

Nail polish and personal jewellery are **not** permitted at school or whilst representing the school on excursions or sports visits. Exceptions are studs or sleepers in ears, medical pendants and watches.

Unisex Uniform items:

- Royal blue & gold polo shirt (with school emblem).
- Royal blue & gold bomber zip jumper (with school emblem).
- Royal blue broad brimmed surf hat (with school emblem).
- Royal blue cargo shorts
- Royal blue box pleat skirt
- Royal blue sports shorts
- White socks
- Black leather shoes preferred no crocs or exposed toes.
- Library bag.

All the above items (except shoes and socks) are available from the Uniform shop which is open *two mornings a week*, Monday and Friday from 8:45-9:45am. At all other times orders and payment may be left at the office. Hats are available any time.

Second hand items are sometimes available from the uniform shop for as little as \$1. Any 'hand me downs' of uniform are always appreciated, please hand in to the canteen.

Lost Property

Please label all your child's possessions. A fundraising labels' leaflet is available from the uniform shop. Lost labelled items will be returned to your child at assembly. Unlabelled uniform items will periodically be added to the second hand clothing pool and non-uniform, lunch boxes etc will be donated to charity.

The lost property area is located between the canteen and library and we encourage regular checking for missing items.

Accident/Emergency clothing: In your child's younger years you may consider sending your child to school with a change of clothing. Otherwise, if a change of clothes is needed these will be sourced from the second hand pool and accident clothing stock located in the school office. These items are provided by the P&C, in the event that your child needs access to accident/emergency clothing a note will be sent home asking you to please wash and return the items, or send in a gold coin donation for new socks or underwear (which for hygiene reasons **cannot** be returned).

New Volunteers are always welcome on the uniform team. If you might be interested just leave your details at the office.

P & C Uniform Co-ordinator

Appendix

Annual School Report

The Annual School Report provides parents and members of the wider community with information about Bellingen Public School's activities and performance over the past year. It highlights the school's strengths and also sets targets for improvements for the coming year. The current Annual School Report is on the website.

ANZAC Day



Bellingen Public School is represented in the annual ANZAC Day March by a voluntary group of students, staff and parent representatives. Students representing our school should be in full school uniform.

Assemblies

Stage assemblies are held each week. Parents are always welcome to attend. Whole School Assemblies are conducted by the Student Leaders in Week 4 and Week 8 of each term. Parents are personally invited for 'Student of the Month' awards. Our school holds an annual Presentation Day late in Term 4 when awards and achievements are highlighted and presented to students.

Assessment

We have a Whole School assessment schedule to monitor each student's individual progress.

Attendance

Students should attend school on all occasions that the school is open. A written note of explanation should be sent to your child's class teacher within 7 days for full and partial absences. These notes are filed and details recorded on the school database. The Education Act 1990 requires a full explanation for each reason of absence. Blank notes are available from the office. If student absences are unexplained and/or frequent, the student will be referred to the Home School Liaison Officer (HSLO) who will contact the student's family to establish why the student has been missing school.

Band

Our first school band was formed in 1952, a proud tradition which remains a feature of our school today with our band teacher teaching students during weekly sessions. Students from Years 3 to 6 are invited to join the band. Most instruments are available from the school for hire. The band program is user funded and tuition must be paid at the commencement of each term.



Violin\guitar\keyboard and cello lessons are also available for students. These lessons are paid directly to the music teacher.

Banking

A Student Banking Service operates at the school for the Commonwealth Bank. Arrangements to open an account may be made at the front office. Banking day is **Tuesday** and classroom bank bags are used for any students wishing to take advantage of this service.

NAPLAN Testing

The Literacy and Numeracy Test and a separate Writing Test are administered to all public school students in Years 3 and 5 in NSW. Year 6 sit a computer test. The results enable Bellingen Public School to monitor each student's learning needs in their education. Parents receive a formal report.

Buddy Program

At the start of their Kindergarten experience, new students are allocated a senior student who teams up with them to assist with some classroom activities, familiarise them with their new school and generally offer support. The senior 'buddy' becomes a positive role model and a reliable friend in the playground, especially in the first few weeks. The program provides older students with unique opportunities to learn the skills of leadership, nurturing, mediation and develops self confidence and self-esteem in the kindergarten students. Students look forward to their 'buddy' time and the program creates a more harmonious environment and a smoother transition into 'big' school.



Bus

Students from K to Year 2 are eligible for free bus travel. Primary students who live more than 1.6 km 'as the crow flies' or 2.3km walking distance by the quickest possible route from school are eligible for free bus transport. Whilst travelling on buses the behaviour of all children is the responsibility of their parents and the bus proprietors. Unacceptable behaviour may result in a child being unable to use the bus service. All students entering Year 3 will need to apply for a new bus pass.

A school Drive Subsidy is paid to parents who live more than 1.6km from their bus stop and need to transport their children to the bus stop. This subsidy is paid once a semester. To find out if eligible, & to apply, visit www.transport.nsw.gov/schooldrive.

Flood Conditions

Parents are always advised to check flood warnings, SES bulletins and road closure information. They are often best placed to make an assessment of their particular location. **Your child's/children's safety is most paramount and if in doubt, keep your child/ren home.**

Announcements of the school's capacity to run classes normally or with reduced staff will be made available on **2BBB; ABC radio stations**. Links to bom.gov.au and SES websites can be found on the school website www.bellingen.p.schools.nsw.edu.au. We suggest you download our Skoolbag App for up to date information and notifications on flood information.

Floods never happen at convenient times. The school will be guided by advice from Council, SES and RTA. When possible that advice will be communicated as early as possible each morning. If a flood escalates outside school hours updates will be placed on the school website, and the school's Facebook page, and the Skoolbag App as well as broadcasts over 2BBB and ABC radio. The Principal will be the only person to authorise information about conditions where applicable.

In all cases every effort will be made to ring all parents or emergency contacts will be phoned to ensure that there is someone at home. Where contact is not possible the Principal/Teacher in charge will organise alternative accommodation. That contingency is rare and can be avoided if parents are mindful of pending river rises and have their own communication strategy in place. If at any time your emergency information should change, it is vital the school office be notified.

Parents are to be advised that they should proceed to the front office **FIRST** before going to the classrooms. Teachers will redirect to the office to correctly and legally sign out your child/ren.

Canteen

The school canteen is staffed by a Canteen Supervisor and voluntary helpers. You are encouraged to offer your help on a roster system to ensure the smooth running of the canteen. The canteen operates Monday to Friday and is open 8.40 – 9.05am and 11.05 – 11.40am. Orders for Lunch and Recess must be made between 8.40 and 9.05am. Price lists are distributed at the beginning of the year and upon request at the canteen. New and second hand uniforms are available from the canteen. This uniform service is provided by our P&C Association.



Choir

Students from K-6 sing in mass choirs. Students in Stage 3 have the opportunity to join The Bellingren School Choir and through commitment to practice, will perform at school functions, at community functions by invitation and at Eisteddfods.

Communication

Bellingren Public School publishes a weekly newsletter which is distributed on Mondays via email. If you have any concern regarding your child's education needs or behaviour/discipline concerns, your first contact with the school should be made with your child's teacher. If you would prefer to discuss issues by telephone, please contact the office to establish a mutually convenient time for both you and the teacher on 6655 1147.

Community Use of School Facilities

Schools are an important focus for communities and the community can access the facilities of our school, out-of-hours, for appropriate purposes following consultation with the Principal and the Parent Bodies. Groups will be asked to sign an Agreement and may be charged utility and other operational costs.

Curriculum

The school follows the mandatory curriculum of the NSW Department of Education and Training taught across the 6 Key Learning Areas. These are: English, Mathematics, Science and Technology, Human Society and Its Environment (HSIE), Creative and Practical Arts and PD/Health/PE.

Enrolment

Enrolment forms must be submitted prior to your child starting school. Enrolments require **Proof of Age** and **Proof of Address**. Legally, all children must attend school from the age of 6, and to enrol, they must be 5 years of age prior to August 1, in the year they are attending. An **Immunisation Certificate** or **Conscientious Objection** also needs to be sighted. (As of 1994 parents/guardians of children who have not had their children immunised will be notified of any communicable diseases afflicting students at school and will be asked to keep their children home for their child's protection until further notice). An Orientation / Transition Program will be held during Semester 2 of the year preceding your child commencing Kindergarten.

Excursions

These are planned to support the units of work and themes being studied in classes and are seen as worthwhile activities for all students. The duration and type of excursions vary depending upon the age of students. Advance notice is given to parents so that costs can be budgeted where necessary. You will receive advice and written permission notes for each excursion. The permission notes will state the closing date and **no monies** will be accepted after this date to ensure staff have adequate time to determine whether the excursion is viable, to collate data and organise changes to school routine. Money should be returned in a sealed envelope. If you experience difficulty meeting the cost of any excursion, please advise the Principal.

Fruit Break

Parents are asked to provide a small piece of **fresh** fruit or vegetable (cut into small pieces is helpful) which is eaten at 10am for Fruit Break.

Homework

Homework is not compulsory but remains a purposeful learning experience. Apart from weekly spelling list for Years 1 to 6, students are encouraged to read every night, play to encourage fitness and health, and learn or revise number facts. Assignments may be set to consolidate theme work in class and longer provision for completion is made. Students may also be requested to complete set tasks or prepare for the next day.

Infectious Diseases

If your child's immunisation certificate has not been sighted upon enrolment at school then you will be notified of any communicable diseases affecting students at school and you will be advised to keep your child at home until further notice for their protection.

Condition	Cases
Acute Conjunctivitis	Exclude until all discharge has ceased
Chicken Pox	Exclude until 5 days after first spots appear
Diphtheria	Isolate immediately. Re admit with medical certificate. Children living in the same house are excluded until proved to be free of infection.
Glandular Fever	Exclude. Re-admit with medical certificate
Impetigo (Scabby Sores)	A doctor should be consulted. May attend if sores are treated and covered with a clean dressing. If not covered and on exposed parts of the body, exclusion is necessary until sores are healed.
Infectious Hepatitis	Excluded. Re admit with medical certificate.
Measles	Exclude for at least 5 days from appearance of rash.
Mumps	Exclude for at least 10 days after swelling occurs.
Pediculosis (Head Lice)	Eggs and lice treated with anti lice lotion before returning to school.
Ringworm	Exclude until appropriate treatment has begun. Contacts need to be regularly inspected.
Rubella (German measles)	Exclude for at least 5 days after rash appears.
Scabies	Exclude until suitable treatment has begun. Contacts need to be regularly inspected.

Library

Our library is available with our librarian from Monday – Wednesday, for class lessons with the class teacher, lunch time visits for individual or group work and for borrowing by the school and town community. Students in Stages 1 & 2 can borrow 3 books with a library bag, Stage 3 can borrow up to 5 books – a library bag is preferable but not compulsory.

Medication

If your child is required to take **prescribed** medication at school the labelled medication and a **Medication Authority** must be sent to the office. If ½ tablets are to administered parents/carers must provide them as halves to the office. If dosages are by *mls* an appropriate measure is to be provided. All medication will be locked in the security cupboard. Office staff will not administer medication in classrooms – it is up to the students to remember to come to the office to take their medication.

Money

Teachers collect and record amounts to the value of \$20 in their classrooms for excursions etc.; larger amounts are paid at the office. We request that the **correct amount** of money is placed inside a sealed envelope, with your child's name and class clearly printed on the outside. **Money will not be accepted after the due date** unless under exceptional circumstances whereby prior arrangements will need to be made with the organising teacher or school principal. This is essential in finalising: transport, payments and internal organisation etc.

OOSH

Out of School Hours care is available Monday to Friday after school and in holiday periods. Bookings are made by ringing the Open Arms Care on 6655 2323.

Parent & Citizen's Association (P&C)

The Bellinghen Public School P and C Committee consists of parents, community members and teaching staff who aim to assist in providing facilities and equipment for the school while promoting the interest and welfare of students. The P and C Committee meets at 7.00pm on the first Monday of each month in the school Library. The meeting dates appear in advance in the weekly school newsletter. Meetings are friendly and relaxed and parents are welcome to attend meetings on an occasional or regular basis. Normal P and C business is discussed at meetings as well as an opportunity to raise an issue that may be of concern to you, to share a fundraising idea, to offer your expertise in an area or just get to know more about our school community. The Committee for 2016 are:

President: Elektra MacDonald

Vice President: Vacant

Treasurer: Bekk Glyde

Correspondence Secretary: Vacant

Minutes Secretary: Kristy Glyde

Uniform Coordinators: Hayley Rose & Milo Hansson



We believe that Bellinghen Public School provides an educational setting that reflects and supports the diverse community it serves and we trust that joining our community will be a happy and rewarding experience for both you and your child.

Permission Notes

It is a legal requirement that parents/carers provide written consent if they wish their child/ren to participate in excursions, sporting activities etc outside of the school grounds. Parents are asked to sign forms to permit their child/ren to be identified in photos for publicity purposes in the media.

School Counsellor

Teachers and parents/carers may request a referral to the school counsellor to help in the diagnosis of any academic, social or behavioural concerns that may be affecting the academic progress of any student. Our school counsellor, Sandy Hamilton is available Thursdays and Friday. Referral forms are available from the school office.

Special Religious Education (SRE)

Ethics and Special Religious Education (SRE) are provided in public schools, during school time, by authorised representatives of approved religious groups and trained Ethics volunteers. SRE is voluntary and schools organise SRE according to parent preference, as indicated on the enrolment application. Interdenominational SRE classes & Ethics classes are currently provided at Bellinghen Public School. These classes run for 30 minutes each Friday and are provided by volunteers and are scheduled in stage groups. When not attending SRE students will be supervised by school teachers. At any time, you have the right to change your SRE nomination or to withdraw your child from SRE lessons. A note to the principal will effect this change.

Sick Bay

Students attend sick bay when they have been involved in an accident in the playground or are feeling unwell in class. They must have the teacher's permission to attend sick bay where their needs will be assessed and appropriate action taken. They must also seek a teacher's permission to attend sick bay if feeling unwell in the playground during breaks.

Student Representative Council (SRC)

Our successful Student Representative Council has elected representatives from each primary class as well as the school captains and vice captains who are elected in term 4 of each year. The SRC meets regularly with the guidance of a teacher. It is through the voice of the council that all students are given the opportunity to express ideas and opinions which may be incorporated into decision making across the school.

Sport

Bellingen Public School promotes participation in physical activity. It is active in PSSA knockouts and PSSA trials. We field teams in: AFL, basketball, cricket, rugby league, rugby union, soccer, netball, softball and touch football.

Senior students will also be invited to trial in an array of team sports at District and Zone trials. Swimming, Cross Country and Athletics carnivals are held annually for all students aged 8 years and up. The school participates in the Premier's sporting Challenge.

All classes K-6 provide physical education opportunities through a comprehensive PD/H/PE curriculum and Year K-6 engage in an hour of sport each week.

Each class has a designated time for sport. Please check with your child's teacher for your child's sports day.

Sports Houses for Bellingen Public School are as follows.

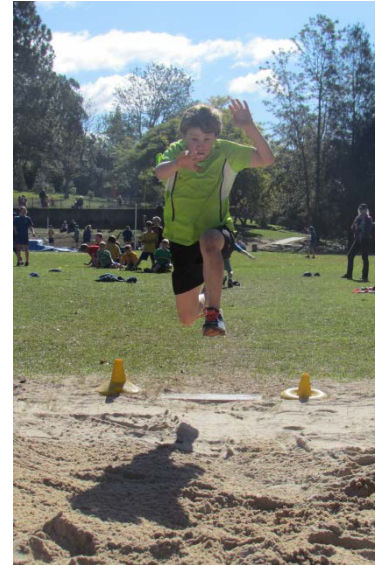
Noble – **Red**

Marx – **Yellow**

Jarrett – **Green**

Doepel – **Blue**

Students are encouraged to dress in their house colour for School Sporting Carnivals.



Voluntary Helpers



The involvement of parents as educators in the classroom forms a valuable partnership between the home, school and community, and develops positive student attitudes towards effort and achievement. If at any time you would like to visit your child's classroom or assist with classroom activities, please advise your child's teacher. Keeping our students safe, parents and helpers are asked to sign in at the office and wear a visitor badge in the school to identify them as helpers. Regular voluntary helpers are required to complete a Voluntary Helpers Declaration Form each year, these forms available from the office; you will then receive your own personalised badge. Regular helpers are still asked to sign in and out at the office.

Voluntary Contributions

Voluntary Contributions assist the school to address the educational needs of all students through the purchase of necessary classroom supplies. The Voluntary Contribution for 2018 is \$48 for the whole year.

Student Welfare & Discipline

Student Welfare and Discipline is explained in detail in the Bellingen Public School, Welfare Policy booklet.